

Application Checklist

Applicants to NOAA grant programs are strongly encouraged to submit applications online at www.Grants.gov. The only electronic applications that will be accepted are those submitted through Grants.gov. Grants.gov is the primary application method for B-WET funding. Only 1 online application is required.

NOTE: Online application is strongly encouraged. Any paper copy submission to this office is subject to the same online application process.

The Grants.gov website provides a Customer Support area to assist in the application process (<http://grants.gov/CustomerSupport?campaignid=topnavtracking081105>). Please take a moment to visit the **Tutorial** section for helpful hints in preparing and submitting your application. The customer help desk is open from 1:00 am - 3:00 pm Hawai'i Standard time at 1-800-518-4726 for guidance. Further registration help is available by accessing the "Get Started" tab or "Customer Support" tab at Grants.gov

CAUTION, if you are a Mac user, you will need to read the following before you begin the registration process: <http://www.grants.gov/assets/pureedgemacsupport.pdf>

Registration Steps (all accessible via Grants.gov)

- Register organization with the Central Contractor Registry (CCR) (1-888-227-2423) or <http://www.grants.gov/CCRRegister>
- Organization needs to identify its DUNS Number before it can register for the CCR: DUNS Assistance (1-866-705-5711) or http://www.dnb.com/US/duns_update/
- Designate an E-Biz Point of Contact (POC) and a MPIN in the organization's CCR profile
- Register with the Credential Provider to receive a username and password <https://apply.grants.gov/OrcRegister>
- E-Biz POC registers an Authorized Official Representative (AOR) at Grants.gov <https://apply.grants.gov/OrcRegister>

Search for B-WET Funding Opportunity

- Go to Grants.gov and click on Search for Grant Opportunities
- Go to Search by Funding Opportunity Number and type: NOS-CSC-2006-2000361
- Both Grant and Funding Opportunity descriptions will appear

Downloading Application and Instructions

- YOU MUST download the free version of the PureEdge Viewer Software to view and download Application and Instructions. The link appears in the "Selected Grant Applications for Download" and in the menu to the left of the page
- **NOTE:** Your Project Narrative and Budget Narrative will be attachments to your application. Please call 1-800-518-4726 should you need assistance.

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B-WET APPLICATION CHECKLIST

- Application format begins on page 9, #1a of the Full Funding Announcement
- Narrative is 25 page limit; Appendix is 10 pages limit as follows:
- 1 page Project Summary including
 - ✓ Organization title
 - ✓ Applicant name
 - ✓ Principal Investigator (s) (PI)
 - ✓ Address, telephone number and email address of applicant and PI
 - ✓ State Priority Area for which you are applying for, either: 1) Meaningful Outdoor Experiences for Students; or 2) Professional Development for Teachers in Environmental Education
 - ✓ Project title
 - ✓ Project duration (1-year project period beginning to end dates, starting on the first of the month and ending on the last day of the month). Specify whether the project is being submitted with the intention of renewal beyond the first year (Remember projects may not begin until after April 2006)
 - ✓ Project objectives
 - ✓ Summary of work to be performed (include number of teachers and/or students that will be involved in your project)
 - ✓ Total Federal funds requested
 - ✓ Cost-sharing to be provided from non-Federal sources, if any. Specify whether contributions are project-related cash or in-kind
 - ✓ Total project cost
- Accomplishments to date (if applicable). Refer to page 10, #2 of Full Funding Announcement
- Project description: Describe precisely what your project will achieve why, how, who, and where... Refer to page 10, #3 of Full Funding Announcement
- Need for Governmental Financial Assistance. Refer to page 11, #4 of Full Funding Announcement
- Benefits or results expected. Refer to page 11, #5
- Project evaluation. Refer to page 11, #6
- Budget narrative. Refer to page 11, #7
- Letters of support from partners. Refer to page 11, #8

NOTE: Consider Evaluation Criteria section beginning on page 13 when you or someone in organization proof reads before submitting application.